



**U.S. Department of the Interior**  
**"To-Be" Trust Business Model**  
**Process Template**

**Title: 2.4 Obtain Clearances, Approvals and Support**

*Identify the process in the "Verb Noun" format. (Ex: Maintain Ownership)*

**Process Number**

**P.2.4.**

**1. Process Definition** *Provide an overview of the process and define its starting and ending points*

<b>1.1 Starts With</b>	Review feedback to the plan and NEPA documentation.
<b>1.2 Process Overview</b>	<p>The planning team evaluates all comments submitted from public meetings and written comments received within an imposed deadline. From all the comments received, determinations are made as to which recommendations:</p> <ol style="list-style-type: none"><li>1. Can be implemented without mitigating environmental consequences</li><li>2. Require mitigative measures be established and made operational in order for implementation to commence</li><li>3. Are eliminated from implementation based on environmental consequences.</li></ol> <p>Item 2 above will continue establishing permits and procedures with the appropriate jurisdictional agencies in order to develop the specific mitigative procedures to be complied with during implementation through site inspections.</p> <p>Historically, agencies that permit land and natural resources want the environmental documentation to be site-specific. However, greater efficiency and expediency can be gained by securing permits and clearances for program areas or management units rather than at specific sites. If environmental clearances are obtained during wide-area and/or program area planning, an attempt is made to recapture the cost associated with obtaining the clearances during land use contracting.</p> <p>Appropriate jurisdictional units provide documented approvals of the mitigative procedures required for compliance during implementation phases (e.g., cultural inventories, biological opinions, findings, taking and/or construction permits, etc.).</p> <p>If the plan is a wide-area plan, such as an Integrated Resource Management Plan (IRMP), an attempt is made to contact all the beneficiaries represented within the plan's boundaries and notify them a public meeting on the plan will be held. Documented beneficiary support for the plan is not required, but a "best attempt" is made to solicit input and feedback from all interested parties.</p> <p>If the plan is program-area plan, beneficiary support for the plan is documented as follows:</p> <ul style="list-style-type: none"><li>• If a single tribe owns the land and natural resources within the program area, then a tribal official documents support for the plan.</li><li>• If a formally organized tribal or allottee consortium represents the land and natural resources owners within the program area, then plan support is documented in accordance with the consortium decision-making process.</li></ul>



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	<ul style="list-style-type: none"><li>• If a combination of multiple individual Indians and tribes owns the land and natural resources within the program area, then the following documentation of support is obtained:<ul style="list-style-type: none"><li>○ A BIA line official documents support of the plan on behalf of the multiple individual Indian owners (usually fractionated interest owners), and</li><li>○ A tribal official on behalf of his/her tribe documents support for the plan.</li></ul></li></ul>
<b>1.3 Stops With</b>	Required environmental disclosures are in place and clearances issued. Beneficiary support for the plan has been documented.

**2. Trust Business Objectives** *Identify the Comprehensive Trust Model strategic goals and business objectives to which this process contributes.*

<b>Goal/Objective</b>
Goal 2: Tribal self-governance and self-determination that increase participation in managing assets
Goal 4: Land and natural resources management that maximizes return while meeting beneficiary desires
Objective 4.1 Land and natural resource asset plans and stewardship strategies: Develop land and natural resource asset plans and stewardship strategies.
Objective 4.2 Preservation and protection of land and natural resource assets: Preserve and protect the long-term viability of land and natural resource assets consistent with fiduciary duties and with the beneficiaries' intended use of the assets.
Objective 4.3 Land and natural resource asset business management: Manage land and natural resource assets effectively and proactively to obtain fair market value for beneficiaries and to incorporate beneficiary requirements.
Objective 4.4 Appraisals: Obtain appraisal information, as needed, on trust and restricted lands for tribal and individual Indian owners, using methods and techniques that meet professional standards.
Objective 4.5 Fractionation strategy: Develop and implement a resolution which reduces or eliminates the exponential increase in the number of ownership interests in land.

**3. How should Beneficiaries be involved in this process?**

<b>Beneficiary Involvement</b>
Beneficiary representatives may serve on the planning team responsible for securing clearances. Beneficiaries document support for the plan.



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**4. Organizations, Offices and Roles.** *Identify the DOI organizations and related roles that should be involved in performing the process.*

**4.1 DOI Organizations.** *Identify the DOI organizations, offices and individual roles that contribute to this process.*

*DOI organizations include the Office of the Secretary, BIA, OST, BLM, MMS, OHA, OSM among others.*

*Offices include Central Offices, Regional Offices, Agency(Field) Offices, etc.*

*All individual roles that contribute, in a significant manner, should be identified.*

Organization	Office	Role	Contribution
Tribes	Tribal Office		May contract or compact the planning function.  May serve on interdisciplinary review team.
BIA	Regional Office Agency/Field Office		Coordinate clearances process.  Coordinate approvals process.  Summarize the program areas and environmental findings.  Describe the conditions under which the plan will be implemented.  Document related DOI decisions, if required.  Coordinate publication.
Fish and Wildlife	Regional Office Field Office		Sign environmental clearance.
BIA Div. of Energy and Mineral Resources	Central Office		May serve on interdisciplinary review team.
BLM	State Office		May serve on interdisciplinary review team.



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Organization	Office	Role	Contribution
Minerals Management Service	Denver Office		May serve on interdisciplinary review team.
Office of Surface Mining			May serve on interdisciplinary review team.
Bureau of Reclamation			May serve on interdisciplinary review team as rural water systems subject matter expert.
BIA	Regional Office Agency/Field Office		Recommend approval. May be required to sign documentation.  May serve as informal consultants with Fish and Wildlife Service and/or EPA staff on clearance approvals.
OST	Regional Office Agency/Field Office		Approve the plan.  May serve as informal consultants with Fish and Wildlife Service and/or EPA staff on clearance approvals.
BIA	Regional Office Agency/Field Office		Approve the plan.  May serve as informal consultants with Fish and Wildlife Service and/or EPA staff on clearance approvals.

**4.2 External Organizations.** *Identify the non-DOI organizations that support the execution or control of this process.*

External Organization	Contribution
Army Corp of Engineers	Identify areas within the plan's boundaries that will require 404 (jurisdictional waters) and 401 (water quality) clearances.



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External Organization	Contribution
Environmental Protection Agency	Identify air and water quality areas that may require permits Issue air and water quality permits. Sign environmental clearances
Indian Health Services	Issue permits for community sewer and drinking water systems.
Federal Emergency Management Agency	Provide flood plain information.
Government Printing Office	Publish the plan.

- 5. Event(s)** Identify the events or conditions that start the process. Describe each event and indicate the frequency (daily, monthly, quarterly, etc.) in which each event is expected to occur. An event may be an external interaction (a beneficiary submits an application), the expiration of a period of time (a lease is due to expire in 90 days), or the realization of some pre-defined threshold (an IIM account reaches the automatic disbursement threshold).

Event	Description	Estimated Frequency
An environmental clearance request is received.	The tools and basis for a site-specific clearance are provided.	
Changes occur in ownership, land and natural resource use, acquisition or disposal.	May require new clearances.	

- 6. Inputs and Outputs.** Identify and describe all inputs and outputs related to this process. Inputs are information or materials used during the execution of the process; outputs are materials or information produced by the process.

**6.1 Inputs**

Input	Description
Environmental documentation	Identified environmental concerns that may require permits or clearances.
A proposed plan	
Beneficiary feedback	After review of draft documentation, beneficiary adds/changes/ deletes will be incorporated in the plan.

**6.2 Outputs**



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Output	Description
Environmental permits or clearances	
A plan supported by the beneficiary	
Implementation conditions	

## 7. Fiduciary and Legal Obligations and Controls

### 7.1 Obligations

*Identify and describe the legal and fiduciary obligations that impact this process. For each obligation, indicate the document or commitment that defines the obligation and the citation (paragraph or section) within the document that pertains to this process.*

Obligation	Source	Business Impact
See Schedule 1 Attached		

### 7.2 Controls

*Identify and describe any controls (enforcement mechanisms) that may be used to ensure that the process adheres to obligations and internal process requirements. Controls may be reviews, audits, segregated duties, etc. Indicate the reason that each control should be introduced (name the obligation that a control is intended to enforce; indicate any controls required to ensure consistency or reliability).*

Control	Reason	Description
Beneficiary acceptance signatures	Ensure review has occurred and support for the plan exists.	
DOI approval signatures	Ensure approval has been obtained.	
EPA clearance signatures	Ensure approval has been obtained.	
Fish and Wildlife clearance signatures	Ensure approval has been obtained.	

## 8. Mechanisms (Systems of Record)

*Identify the mechanisms, or systems, that are needed to support the process (ex: Ownership, Leasing, Workflow Management, Office Filing System, etc.). Indicate the information and activities, relevant to this process, that each system supports.*



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System Name	Support
Integrated data	Related information on clearances and studies conducted by other parties. For example, a human impact study related to LNR use prepared in one region could form the basis for an impact study in another region.
Database indexing software	Easy retrieval of documents.
Document imaging	The ability to scan hardcopy documents into a digital format.

**9. Inter-Process Relationships** Identify other trust processes that are related to this process (either predecessors or successors). If applicable, indicate the condition under which the processes are related.

**9.1 Predecessors.** Predecessors are processes that either produce information required by this process or that result in the need to execute this process.

Process No.	Name	Condition of Relationship
UM.1.4	LNRUM: Obtain Site-Specific Environmental Clearances	Request a clearance.
P.2.3.2	Prepare Documentation	When the plan has been documented and reviewed by the beneficiary, the planning team is ready to request environmental clearances and DOI approval of the plan.
B.6.2.2	BRDM: Beneficiary Involvement in Planning	Conduct informational meetings on the NEPA documentation if required. Solicit documented beneficiary support for the plan.

**9.2 Successors.** Successors are processes that either use information produced by this process or that must be executed as a result of performing this process.

Process No.	Name	Condition of Relationship
UM.1.4	LNRUM: Obtain Site-Specific Environmental Clearances	Receive an environmental clearance.



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Process No.	Name	Condition of Relationship
B.6.2.2	BRDM: Beneficiary Involvement in Planning	Conduct informational meetings on the NEPA documentation if required.  Solicit documented beneficiary support for the plan.
P.2.5	Issue the Plan	

**10. Comments** *Summarize any discussion, problems, issues or recommendations that should be considered when reviewing process performance. Category Values (Note, Best Practice, Decision, Problem, Issue, Recommendation)*

Category	Comment
Note	Indian lands are not lands of the general public and the environmental laws were prepared for the general public lands. A special project team has been initiated to address environmental law as it applies to Indian Country.